

6 June 1963

MEMORANDUM FOR: Chief, Finance Division

SUBJECT : Status of Advances in Field Stations

1. The procedures prescribing the frequency and format of reports reflecting the status of advances at field stations have been examined. The handbooks for use in both Class A and Class B stations require submission annually of a Schedule of Advances, with the schedules from Class B stations reflecting an additional item in the date funds were advanced. Class B stations are required to submit with the monthly station accounting a report of delinquent advances reflecting each advance delinquent more than 90 days.

2. It is felt the annual report from Class A stations does not provide Headquarters with timely information as to the status of advances since the infrequency of submission allows only the latest transactions to be timely. Since the prescribed report with one minor change presents the necessary information in a useable form, the obvious answer is to require more frequent submission. The report presently prescribed for Class A stations reflects all advances outstanding at the end of the report period, and such a listing of all advances does have some historical significance. However, for management purposes, Headquarters should receive information relative only to those advances whose status indicates the need for Headquarters review and/or action. It is suggested that the annual Schedule of Advances presently prescribed be continued and in addition, the Class A stations be directed to forward a quarterly or monthly report as described in the attached memorandum.

3. This Branch has begun a study of possible mechanics which will provide for Headquarters review of the status of advances at Class B stations reporting to Headquarters and Class B stations reporting to [redacted] installations. It is anticipated this study will be completed about 15 July 1963.

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